



Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SENIOR SUPERINTENDENT
3	Posting Number	PN# 101251
4	Department	Fire Department
5	Division	Fleet Management
6	Section	PARTS
7	Reporting Location	1205 Dart
8	Workdays & Hours	M - F, 8 a.m. – 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provide overall management of fleet parts operations within the Houston Fire Department including hiring and managing the staff. Assist in the preparation and management of the fleet parts division's budget. This included the annual operating budget, the capital equipment budget and the annual update of the Five Year Plan for the parts department. Assist with the development of standard policies and procedures for the parts operation within the fleet management division of the Houston Fire Department. Review current procedures and update as needed and draft procedures where needed. Assist with the development of contracts for parts required by the fleet division. Supervise annual inventory and cycle counts to assure accuracy of inventory system. Report to Fleet Director regarding obsolete parts and follow city procedures for removal of such parts from inventory if needed. Provide accurate timely reports to management regarding parts operations as required.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

MINIMUM EDUCATIONAL REQUIREMENTS

A Bachelor's degree in Recreation, Business Administration, Construction Management or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required, including three of the years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Experience managing parts operations for a fleet of mixed types of vehicles required. Experience in bar-coding systems preferred. Strong written and verbal communications skills required. Computer skills and knowledge of Microsoft Office required. Prefer experience managing G2K or similar fleet management computer system.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 27
\$1,678.00 - \$2,337.00 Biweekly \$43,628.00 - \$60,762.00 Annually

OPENING DATE

October 27, 2004

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. TDD Phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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